PR602-Buyer Initial Workload Management Screen (page 1)
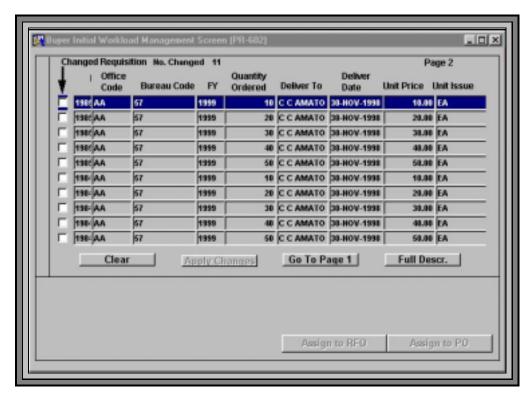

Introduction   This procedure describes a buyer's first contact with a requisition that has been assigned to him/her by the expediter. Requisitions that are assigned to a buyer first appear via the CSPS "The Buyer Initial Workload Management Screen" (PR602). This screen provides the buyer with an initial capability to organize work assignments. It also provides the buyer with the ability to initiate the Request for Quote (RFQ) process based on the requisition.

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
Changed Requisition	This field indicates with a check mark whether the original requisition has undergone a modification.	Derived	System generated from FM030	N	N
Document Number	This field indicates the requisition's document number.	Derived	System generated from FM030	Y	N
Rel No.	This field indicates the requisition's release number.	Derived	System generated from FM030	Y	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
Chg No.	This field indicates the current amendment/modification number. If the number is greater than zero, the requisition has undergone a modification.	Derived	System generated from FM030	Y	N
Item No.	This field lists the requisition's line item number. If multiple line items exist on a requisition, they will be listed consecutively on this screen.	Derived	System generated from the FM030	Y	N
RFQ Number	This field list the Request for Quotation (RFQ) number. This number appears if the document has been assigned to an RFQ, but the RFQ has not yet been issued.	Derived	System generated from the PR605	N	Y
Summary Description	This field displays the first 30 characters of the description field from the requisition line item description.	Derived	System generated from the FM030	Y	Y
Clear	Selecting this pushbutton clears any selections which have been highlighted.	Pushbutton	N/A	N/A	N/A
Apply Changes	Selecting this pushbutton incorporates a purchase request modification changes to the related RFQ. Note: This pushbutton is only enabled when there are changes to be applied.	Pushbutton	N/A	N/A	N/A
Go To Page 2	Selecting this pushbutton displays additional information about the listed requisitions. Note: Further detail is shown on page 4.	Pushbutton	N/A	N/A	N/A
Full Descr.	Selecting this pushbutton displays the full description of text for the selected line(s).	Pushbutton	N/A	N/A	N/A
Assign to RFQ	Selecting this pushbutton assigns selected line(s) to an RFQ.	Pushbutton	N/A	N/A	N/A

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
Assign to PO	Selecting this pushbutton assigns selected line(s) to a PO.	Pushbutton	N/A	N/A	N/A

PR602-Buyer Initial Workload Management Screen (page 2)

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
Changed Requisition	This field indicates with a check if the requisition has undergone a modification.	Derived	System generated	N	N
Office Code	This field indicates the two digit alpha code which identifies the contracting office.	Derived	System generated from FM030	N	N
Bureau Code	This field lists the two digit numeric code which identifies the bureau.	Derived	System generated from FM030	N	N
FY	This field lists the fund code fiscal year.	Derived	System generated from FM030	N	N
Quantity Ordered	This field lists the quantity of units requested.	Derived	System generated from FM030	Y	N
Deliver to	This field lists the POC (point of contact) for delivery of the purchase request line item.	Derived	System generated from the FM030	Y	N

Field Name	Description	Attributes	Derivation Source	Query Field	Mapping
Deliver Date	This field lists the requested delivery date for the purchase request line item.	Derived	System generated from the FM030	Y	N
Unit Price	This field lists the line item unit price.	Derived	System generated from the FM030	Y	N
Unit Issue	This field lists the unit of measure for the requisition line item.	Derived	System generated from the FM030	Y	N
Clear	Selecting this pushbutton clears any selections which have been highlighted.	Pushbutton	N/A	N/A	N/A
Apply Changes	Selecting this pushbutton incorporates purchase request modification changes to the related RFQ. Note: This pushbutton is only enabled when there are changes to be applied.	Pushbutton	N/A	N/A	N/A
Go to Page 1	Selecting this pushbutton returns the user to the first page.	Pushbutton	N/A	N/A	N/A
Full Descr.	Selecting this pushbutton displays the full description of text for a selected line(s).	Pushbutton	N/A	N/A	N/A